# **PERSON SPECIFICATION: CATERING ASSISTANT (CASUAL) BAND 3 POST REFERENCE: SR-103950**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| **Educational/vocational/ occupational qualifications and/or training**  | Good general standard of education (F)Willingness to train further (I)Level 2 Food Safety (Basic Food Hygiene)(F)  |  |
| **Work or other relevant experience** | Job related training (F) | Previous catering supervisory experience (F) |

**ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)**

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| **Skills, abilities, knowledge and competencies** | Demonstrate awareness of Health & Safety issues. (I)Demonstrate basic numeracy and written skills. (F)Ability to communicate clearly, verbally and in written form. (F,I)Demonstrate knowledge and understanding of Safer Food Better Business Book (I) | Demonstrate knowledge and understanding of Safer Food Better Business Book (I) |

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| **General competencies** | Demonstrate good timekeeping and punctuality. (I)Ability to work with others. as a team (I)High Standards of personal hygiene(I)Availability for work every day during period of contract – including cleaning days (F)Flexibility as to work location(F)(I)I.T Skills (F) | Full Driving Licence(F) |

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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.